

OFFICE OF COUNCIL SERVICES

CITY AND COUNTY OF HONOLULU
530 SOUTH KING STREET, ROOM 207
HONOLULU, HAWAII 96813
PHONE: (808) 768-3849
EMAIL: OCS@HONOLULU.GOV
WEB: WWW.HONOLULU.GOV/OCS

JAMES S. WILLISTON

DIRECTOR

WARREN J. SENDA

DEPUTY DIRECTOR

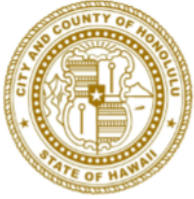
Legislative Analyst (Exempt/Non-Civil Service)

City and County of Honolulu Office of Council Services

Serve as a legislative policy analyst for the Office of Council Services (OCS). The OCS is a legislative research and drafting office for the Honolulu City Council. Primary duties include analyzing City, State, and federal laws; drafting bills, resolutions, and memoranda; and serving in a consultative capacity to Council committees. The analyst will be closely working with Councilmembers, Council staff, the City Clerk's office, and other OCS staff.

Minimum requirements: Bachelor's degree from an accredited college or university in public administration, political science, urban and regional planning, finance, business, or a related field; proficiency in office computing programs, including Microsoft Word and Excel; two years of experience in a legislative or related field; excellent writing skills; the ability to complete time-sensitive research and drafting projects; and the ability to function as a nonpartisan professional. Experience with government budgeting or land use planning is preferred.

About the position: Full-time. Salary based on experience. All positions are exempt from civil service and subject to the availability of funds. Written work samples are required and a skills test will be administered at the time of interview. Submit resume, references, and two writing samples by email to the Director of the Office of Council Services at ocs@honolulu.gov with "Legislative Analyst" in the subject line. Qualified candidates will be contacted for an interview. The City and County of Honolulu is an Equal Opportunity Employer.



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Secretary II (Exempt/Non-Civil Service)

City and County of Honolulu Office of Council Services

Seeking a secretary for the Office of Council Services (OCS). The OCS is a legislative research and drafting office for the Honolulu City Council. Primary duties include proofreading legislative memoranda, bills, and resolutions; cross-referencing work product against the Revised Ordinances of Honolulu (ROH) or other data sources for accuracy; entering data into Excel spreadsheets; and working as a team member.

The job requires: attention to detail; knowledge of proper grammar, spelling, and sentence structure; the use of internal City computer programs and systems; sight typing at a minimum of 45 words per minute; high proficiency in oral and written communications; the ability to work collaboratively on teams; and independent time management.

Minimum requirements: Associate's degree from an accredited college or university or a minimum of five years of legal clerical or secretarial work experience with proven ability to proofread and correct grammar, spelling, sentence structure, and formatting errors; high-proficiency in office computing programs including Microsoft Word and Excel; and the ability to quickly learn internal systems and programs. Prior experience in a government office with an understanding of governmental documents, sources, procedures and processes, is preferred.

About the position: Full-time. Salary up to \$52,000 annually based on experience, but may be negotiable for a highly-qualified candidate. Initial appointment term is one year. All positions are exempt from civil service and subject to the availability of funds. A skills test will be administered at the time of interview. Submit résumé and references by email to the Director of the Office of Council Services at ocs@honolulu.gov, with "Secretary II" in the subject line. Qualified candidates will be contacted for an interview. The City and County of Honolulu is an Equal Opportunity Employer.



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Staff Attorney (Exempt/Non-Civil Service)

City and County of Honolulu Office of Council Services

Serve as a staff attorney for the Office of Council Services (OCS). The OCS is the legislative research and drafting office for the Honolulu City Council. Primary duties include drafting bills and resolutions, drafting legal memoranda, and providing legal advice for Council committees. The attorney will be closely working with Councilmembers, Council staff, the City Clerk's office, and other OCS staff.

Minimum requirements: Active Hawaii State Bar license; proficiency in office computing programs, including Microsoft Word and Excel; experience in using online legal research databases; three years of experience in law or a related field; excellent writing skills; the ability to complete time-sensitive research and drafting projects; and the ability to function as a nonpartisan professional. Legislative experience is preferred.

About the position: Full-time. Salary based on experience. All positions are exempt from civil service and subject to the availability of funds. Written work samples are required and a skills test will be administered at the time of interview. Submit resume, references, and two writing samples by email to the Director of the Office of Council Services at ocs@honolulu.gov, with "Staff Attorney" in the subject line. Qualified candidates will be contacted for an interview. The City and County of Honolulu is an Equal Opportunity Employer.